Human Services Field-Placement  
Site Supervisor’s Final Evaluation Form

Student ____________________________________________   Date _____________
Placement/Agency __________________________________________
Site Supervisor ____________________________________________

To the site supervisor:  In each category, mark the one phrase that describes the student most accurately.

1. ABILITY TO FOLLOW INSTRUCTIONS
   - Uses initiative in interpreting and following instructions
   - Usually follows instructions with no difficulty
   - Follows instructions with some difficulty
   - Needs repeated detailed instructions

2. APPEARANCE
   - Exceptionally neat and appropriately dressed
   - Neat and appropriately dressed
   - Satisfactory appearance and dress
   - Sometimes neglectful of appearance and dress

3. ATTITUDE TOWARD WORK
   - Takes a keen interest in the training and takes initiative to learn
   - Shows interest in training and has desire to learn
   - Has some interest in the training
   - Shows little interest or enthusiasm for the training

4. ATTENDANCE AND PUNCTUALITY
   - Never absent or late without good cause
   - Seldom absent or late without good cause
   - Occasionally absent or late
   - Frequently absent or late

5. COOPERATION
   - Always cooperates eagerly and cheerfully
   - Usually cooperates eagerly and cheerfully
   - Cooperates willingly when asked
   - Cooperates reluctantly

6. PUBLIC RELATIONS
   - Extremely tactful and understanding in dealing with all types of clients/people
   - Usually poised, courteous, and tactful in dealing with clients/people
   - Tries to please clients
   - Sometimes lacks poise and seems indifferent to others

7. DEPENDABILITY
   - Meets all obligations unfailingly without supervision
   - Meets obligations with very little supervision
   - Meets obligations under careful supervision
   - Sometimes fails in obligations even under careful supervision
8. **EXPENSE CONSCIOUS (Materials and Equipment)**
   - _____ Extremely careful in using materials and equipment
   - _____ Uses good judgment in using materials and equipment
   - _____ Takes average care in using materials and equipment
   - _____ Careless about equipment and materials

9. **WORK SKILLS**
   - _____ Possesses all of the essential skills and related information
   - _____ Has an above average command of the essential skills and related information
   - _____ Has an acceptable command of the skills and related information
   - _____ Lacks the essential skills and related information

10. **OBSERVANCE OF RULES**
   - _____ Always observes agency rules
   - _____ Seldom disregards agency rules
   - _____ Observes most of the agency rules
   - _____ Frequently neglects agency rules

11. **QUALITY OF WORK**
   - _____ Has aptitude for doing neat, accurate work, and exceeding the requirements
   - _____ Does more than required amount of neat, accurate work
   - _____ Does normal amount of acceptable work
   - _____ Does less than required amount of satisfactory work

<table>
<thead>
<tr>
<th>PLEASE CHECK THE MOST APPROPRIATE RESPONSE:</th>
<th>Needs Improvement</th>
<th>Fair</th>
<th>Average</th>
<th>Very Good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>12. <strong>Personal Qualities</strong></td>
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<td>a. Stability, maturity</td>
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<td>b. Sensitivity, non-judgmental attitude</td>
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<td>c. Vitality, enthusiasm</td>
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<td>d. Ability to apply learning</td>
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<td>e. Use of good judgment</td>
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<td>f. Integrity, values importance of confidentiality</td>
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<td>g. Flexibility, acceptance of divergence</td>
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<td>h. Sense of commitment and involvement with others</td>
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<td>13. <strong>Role Expectations Within Agency Setting</strong></td>
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<td>a. Understanding of agency function and operation</td>
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<td>b. Ability to use resources creatively</td>
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<td>c. Work load organization</td>
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<td>d. Colleague relationship</td>
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<td>e. Work with groups</td>
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<td>f. Ability to implement role demands as a Human Service student</td>
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<td>g. Understanding of individual job responsibilities</td>
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<td>14. <strong>Demonstration of Professional Qualities</strong></td>
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<td>a. Demonstrates conscious disciplined use of self</td>
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<td>b. Increasingly functions more autonomously in areas of competence</td>
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<td>c. Uses criticism constructively</td>
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<td>d. Skilled in counseling techniques, if applicable</td>
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<td>e. Uses and applies professional literature</td>
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15. OVERALL EVALUATION OF STUDENT'S TRAINING
   _____ Outstanding
   _____ Above average
   _____ Average
   _____ Below average
   _____ Poor

16. What traits may help or hinder the student's advancement?

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

17. Would you recommend this student to pursue a career related to this experience? If so, what additional recommendations would you make to better prepare the student for such a career?

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

18. What special problems, if any, affected this student's performance of objectives (such as inappropriate timing of the experience, deficiencies in academic training, etc.)?

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

19. Has this evaluation been discussed with the student? _____ Yes   _____ No

20. Comments:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Site Supervisor's Signature, Title

Date

Thank you for supporting and mentoring our student this semester at your site!